

**Minutes**  
**Pre Bid Conference**  
**Thursday, October 28, 2010 @ 10:00 a.m.**  
**Infectious/Biological Waste Pick-up & Disposal**  
**DHMH/OPASS # 11-10574**

Participants:

Brenda Lee, OPASS  
Marilyn Evans, Laboratories Adm.  
Brenda Chandler, Laboratories Adm.  
Barbara Haransky, Laboratories Adm.

The meeting was held on Thursday, October 28, 2010 and began approximately at 10:10 a.m. at the Department of Health and Mental Hygiene, Laboratories Administration, Room L-37, Baltimore, Maryland 21201

Brenda Lee, Contract Officer for the Office of Procurement and Support Services opened with the introductions and distributed a copy of the Agenda. She stated that after this meeting the minutes will be posted on eMaryland Marketplace and DHMH Website for review.

Brenda Lee gave an overview of the procurement process:

1. The contract resulting from this solicitation will be for 5 years beginning on or about February 1, 2011 – January 31, 2016.
2. We require that the entire solicitation packet be returned to us in triplicate. Late bids will not be accepted
3. The procurement method used for this solicitation is competitive sealed bidding.
4. A MBE subcontracting goal of 10% has been established for the contract resulting from this solicitation. MBE Attachment D1 must be included with the vendor's bid. If Attachment D1 is not included, completed and signed, where appropriate, the bid will be deemed non-responsive and will not be considered for award.
5. However, if the vendor determines it cannot meet the goal, Attachments D1 still must be included in the packet. Additionally, the bidder may request, in writing, a waiver. MBE Attachment D6 must be completed, signed and submitted. Please read the instruction regarding a waiver to a Minority Business Enterprise subcontracting goal. If applying for a waiver, vendor must show a good faith effort.
6. Please correctly complete the Bid page, and pay special attention to the Bid Submission Requirements on pages 11-12.
7. In order to receive a contract award, a vendor must be registered on eMaryland Marketplace, see page 7.
8. Bids are due in triplicate no later than Wednesday, November 10, 2010 at 2:00 p.m. No bids will be accepted after 2:00 p.m.
9. Please address your bid packets to:  
Marilyn Evans, Procurement Coordinator  
Laboratories Administration

201 W. Preston Street, Room L-38  
Baltimore, MD 21201

10. After this pre-bid conference prospective vendors can have questions answered that may help them understand the IFB. Just keep in mind that the answers to your questions, if they are significant in nature, will be shared with all who received a copy of the specifications. Therefore, please allow sufficient time for this to occur.
11. If you have any comments/questions about the procurement process, please contact Brenda Lee, Contract Officer at 410.767.1361 or Marilyn Evans, Procurement Coordinator at 410.767.6079 for qualifications or statement of work.
12. The bid opening is public and may be attended by all vendors. At the time of the bid opening, an apparent successful vendor will be determined. However, a final determination will be made after bid submission requirements; bid calculations are made and verified.
13. The three acceptable means of delivering a bid are:
  - Postal Service
  - Hand Delivery by Offeror – ask for receipt
  - Hand Deliverly by Commercial Courier – ask for receipt

Marilyn Evans, Procurement Coordinator stated that Laboratories Administration will be moving to a new building in the Fall/Winter of 2013. In case the building is closed for an emergency (snow, etc.) on a day of pickup; pick up should be made the next business day. The contract monitor will send out a holiday schedule. She also gave an overview of the Statement of Work by reviewing each page with the vendors.

Brenda and Marilyn will look into the conversion of containers from cubic yd. size to gallon. They will address the formula so the vendors will have a better understanding of size, and measure of weight. See addendum #1, the bid page has been revised.

**The following questions were asked and answered:**

1. Will sharps already be placed in containers? Yes, the sharps will be placed in a disposal container.
2. Average times of pickup? The Contractor shall pick up filled and sealed containers from designated area for disposal three (3) days per week (Monday, Wednesday and Friday). Has there been a time when there were no pick ups? Not in the last five years.
3. What size containers are preferred? We currently use 150 gallon containers. How many containers are utilized? Currently, we use 9. However, 3 to 6 are picked up at a time. It varies.
4. Should the container have wheels? Yes, in the Statement of Work it states, “The Contractor shall furnish and maintain at all times a sufficient number of wheeled containers”.

5. What time does the loading dock open for pick up and drop off? The loading dock opens at 7:30 a.m. Monday through Friday.
6. What are you currently paying for containers? We are currently paying \$90.00 per container. This price per container includes all fees.
7. Does the container need to be zip tied. No, the containers must have tight fitting lids and shall be clearly marked with the international biohazard symbol, and the words "Biomedical Waste". Are items autoclaved? Yes, items are autoclaved before they are placed into the container.
8. What is placed in the containers? As stated in the bid, sharps, pipettes, gloves, and broken plates, etc. Can we be exposed to Hazardous Waste? All hazardous waste is autoclaved prior to pick up.
9. Are there any additional charges? Yes, we are also being charged a Federal Energy fee per pick up.
10. How many pounds are the current vendor picking up? The current vendor picks up around 11,000 – 13,000 pounds per year.
11. Vendors have concerns about the formula. See addendum #1, the bid page has been revised.
12. Can you contact the current vendor for the annual pound of disposal? Yes, as stated in #10 - averages 11,000-13,000 lbs per year.
13. Is the waste burned? See page 8 letter A in the Statement of Work for the laws (Code of Federal Regulations) governing waste disposal.

Prospective bidders who attended the pre-bid conference:

Jim Hitt  
Secured Med Waste  
P.O. Box 786  
Finksburg, MD 21048

Fred Heiderman  
Curtis Bay Energy  
3200 Hawkins Point Rd.  
Baltimore, MD 21226

Veronica Hudak  
Environmental Management Services, Inc.  
1688 E. Gude Drive, Suite 301  
Rockville, MD 20850